



Aurora School

CLASS FORMATION POLICY

RATIONALE

To explain to our school community how we manage requests for class placements, for the following school year.

A clearly defined, collaborative process for the placement of children into groups will lead to clear guidelines, increased understanding and improved opportunities for learning.

POLICY

The process that Aurora School works through to plan each child's class placement begins months before the end of the school year.

All teachers at Aurora School are caring and committed educators and Aurora School strives to ensure that all children are provided with a high quality education.

AIMS

- To provide each child with the opportunity to be part of a group of children to maximise their learning potential.
- To form well balanced groups of children that take into account communication preferences, physical, social and emotional wellbeing.
- To ensure that optimum use is made of the teachers, parents and others prior knowledge of each child prior to class placement.

IMPLEMENTATION

- The group structures and the allocation of children to various groups, are the ultimate responsibility of the School Principal.
- Parents will be kept informed of the process via information sent out.
- Expressions of interest will be sought from staff members concerning the role / group level they prefer for the following year.
- The Principal and Business Manager will determine staff numbers as part of Work Force Planning.
- The Assistant Principals, in consultation with the Early Education leadership Team, will determine the allocation of staff and child to class groups. Individual needs and a whole school perspective must be considered
- Staff will be consulted as to the best composition of children in class groups if there is more than one group per level.
- Groups must be well balanced and recognise communication preferences, physical, social and emotional wellbeing, with consideration for child's ability, behaviour and friendship groups.
- Early Education leadership Team and staff members will not disclose the composition of groups and the allocation of staff prior to any formal announcements.

Requests for child to repeat a year

We will regularly promote children to the next year level and will exercise our professional expertise and judgment and consideration when determining if another year is needed at a particular level. Children are only able to repeat a year level in exceptional circumstances where Aurora School considers it is required for the long-term benefit of the student e.g. considering their social, wellbeing and communication needs. We will ensure that parents/carers are advised of the options that we consider best meet individual children's needs. Children will not repeat a year level without the consent of parents/carers.



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COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Discussed at parent information sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	11 th September 2024
Approved by	Principal
Next scheduled review date	September 2027